

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: VOCATIONAL SERVICES SPECIALIST
(Transition Specialist)

POSITION LOCATION: ASDB

POSITION REPORTS TO: Supervising Teacher (VOC)

POSITION SUPERVISES: None

MINIMUM QUALIFICATIONS: Bachelor's Degree in rehabilitation or counseling with specialization in visual or hearing impairment, or a degree in the education of the hearing impaired or visually handicapped; minimum of two years experience with hearing impaired, visually handicapped, or multiply handicapped sensory impaired persons; ability to communicate effectively in writing; certified or certifiable by Arizona Department of Education, National Professional Association, or evidence of credential in field of work

PREFERRED QUALIFICATIONS: Master's Degree in one of the above areas; experience in transition programs working with adolescent hearing impaired or visually handicapped individuals; course work or comparable training in transitional services; knowledge of local and statewide agencies, resources, and services available to hearing impaired and/or visually impaired persons.

MAJOR DUTIES AND RESPONSIBILITIES: Implements transition services to eligible students; monitors transition activities related to established standards and reviews documented transition plans; participates in individual transition meetings as a team leader and team member; provides follow-along services to recently graduated students; coordinates transition services with home school districts, community agencies, and adult services; provides training and support to students, parents, staff, and adult service agencies; disseminates information regarding transition project activities through parent meetings, staff meetings, and workshops and presentations; attends staff meetings and follows up on recommendations; gathers information about students' home communities and provides this information to appropriate staff; evaluates the program and submits reports; produces materials for students, parents, and staff to assist in implementing transition planning; documents transition planning and educational needs on students' IEPs; reviews individual transition plans and meets with students' principals regarding implementation; maintains records and communicates with team members; adheres to the philosophy and policies of the school; maintains parent contact through the use of written communications or telephone conferences.

KNOWLEDGE AND SKILLS: Ability to communicate effectively with hearing impaired and visually handicapped students; ability to travel independently to students' home communities.

SPECIAL CONDITIONS/REQUIREMENTS: Must utilize appropriate personal protective equipment as required.

PAY PLAN: <u>Certified/CS2</u>	GRADE: <u>Open</u>	FLSA: <u>Exempt</u>	DATE: <u>Revised: 7/2006</u>
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